

Federal Civil Rights Compliance Worksheet

1. Is the Program required to prepare an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. Section 42.301-.308, does the Program have an EEOP on file for review?

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Yes

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No

If “yes”, on what date did the Program prepare the EEOP?

2. Has the Program submitted an EEOP Short Form to the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), if required by 28 C.F.R. Section 42.301-.308? If the Program is not required to submit an EEOP Short Form to the OCR, has it submitted a certification form to the OCR claiming a partial complete exemption from the EEOP requirements.

<input type="checkbox"/>	Yes – submitted an EEOP Short Form
<input type="checkbox"/>	Yes – submitted a Certification
<input type="checkbox"/>	No

- a. If the Program prepared an EEOP Short Form, on what date did the Program prepare it?
3. How does the Program notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex/gender, disability, sexual orientation gender identity in the delivery of services (e.g. posters, inclusion in brochures or other program materials, etc.)?
4. How does the Program notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex/gender, disability, sexual orientation gender identity in employment practices (e.g. posters, dissemination of relevant orders or policies, inclusion in recruitment materials, etc.)?
5. Does the Program have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the Program with the CVAD or the OCR?

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Yes

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No

- a. If “yes”, an explanation of these policies and procedures:

6. If the Program has 50 or more employees and receives DOJ funding of \$25,000 or more, has the subrecipient taken the following actions?

a. Adopted grievance procedures that incorporate due process standards and provided by the prompt equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. Part 42, Subpart G, which prohibits discrimination on the basis of a disability in employment practices and the delivery of services.

☐ Yes ☐ No

b. Designated a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. Part 42, Subpart G.

☐ Yes ☐ No

c. Notified participants, beneficiaries, employees, applicants, and others that the subrecipient does not discriminate on the basis of disability.

☐ Yes ☐ No

7. If the subrecipient operates an education program or activity, has the subrecipient taken the following actions:

a. Adopted grievance procedures the provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. Part 54, which prohibit discrimination on the basis of sex.

☐ Yes ☐ No

b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. Part 54.

☐ Yes ☐ No

c. Notified applicants for admission and employment, employees, students, parents and others that the subrecipient does not discriminate on the basis of sex in its educational programs or activities.

☐ Yes ☐ No

8. Has the Program complied with the requirement to submit to OCR any findings of discrimination against the Program issued by a federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, sex, gender identity, or sexual orientation?

☐ Yes ☐ No

9. What steps has the Program taken to provide meaningful access to its programs and activities for persons who have limited English proficiency (LEP)?

10. Comments, including an indication of whether the Program has developed a written policy on providing language access services to LEP persons:

11. Does the Program conduct any training for its employees on the requirements under federal civil rights laws?

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Yes

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No

12. If the Program conducts religious activities as part of its programs or services, does the Program do the following?

a. Provides services to everyone regardless of religion or religious belief.

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Yes

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No

b. Ensure that it does not use federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities.

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Yes

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No

c. Ensure that participation in religious activities is voluntary for beneficiaries of federally-funded programs.

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Yes

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No